

**MINUTES**  
**Housing Authority of the Town of Darien**  
**Tuesday, July 28, 2015**

The Regular Meeting of the Commissioners of the Housing Authority of the Town of Darien was held on Tuesday July 28, 2015, at The Heights at Darien Community Room located 24 Allen O'Neill Drive, Darien. The meeting was called to order at 6:30pm.

Present were Commissioners Jan Raymond, Joe Warren, Lorraine Golino, Peter Bigelow, and tenant commissioner Jane Matthews. Also present were Nichole Jefferson, Property Manager, Co-developers Matthew Anderson, John McClutchy and Todd McClutchy.

**AON Association:** No Report

**Senior Resident Association:** Allen Delaney, President, reported that the landscapers are doing a beautiful job with the lawn and upkeep of the property. Delaney also reported that there is a window screen that needs repair and two light bulbs out at buildings 52 & 62. Delaney also suggested looking into the possibility of cutting two holes into the dumpster area fence for easier access for the residents.

**Minutes:** Minutes from June 22, 2015 were reviewed. Joe Warren motioned to accept the minutes as presented and Jane Matthews seconded. All agreed.

**Paid Bill Reports:** Paid Bills for E187, June 2015 & July 2015 (thru 7/15) were reviewed and accepted as submitted by a motion from Peter Bigelow and seconded by Joe Warren. All agreed.

**Directors Report: (OTHH)** – Nichole Jefferson reported no vacancies at OTHH and the waiting list will remain closed until after the redevelopment. Nichole Jefferson also reported that there is \$7,035.08 in the Clock Hill Homes admin fund checking account that can be transferred or closed, as well as a safe deposit box account that only contains the deed to 719 Post Road that DHA is paying \$90.00 annually to store. Peter Bigelow stated he would review and advise Nichole Jefferson which account to transfer the funds to from the Clock Hill Homes admin fund. Peter Bigelow also advised Nichole Jefferson to shop around for smaller and less expensive safe deposit box and report findings to commission. Jan Raymond reported she will be submitting corrections to the May 26, 2015 minutes.

**(Heights)** - Nichole Jefferson reported there are currently no vacancies at the Heights however, the waiting list remains open for one (1) bedroom, two (2) bedroom and three (3) bedroom 60% income tier units. All other income tier waiting lists remain closed. Nichole Jefferson also reported Heights resident Dominique Guilford was selected to receive a 2015 CONN NAHRO scholarship to college. The annual scholarship conference will be held at Mohegan Sun on September 1<sup>st</sup>.

**216-218 West Avenue Report:** Todd McClutchy reported renovations have begun on 216 West Avenue however, the Building Department requested an asbestos, lead and roofing material testing for 218 West Avenue. Once the report is in from the Building Dept. renovations on 218 West Avenue will commence. Renovation completion is anticipated for mid September. Todd McClutchy also reported there will be no subsidy on either house and both houses will be marketed as a two bedroom homes but allowed to be used as a three bedroom if needed.

**Redevelopment Update:** Todd McClutchy reported that he has received the pre development resolutions from DOH which authorize the funding for pre-development of OTHH. The resolutions will be sent to ED for his review. Todd McClutchy passed around a preliminary conceptual site plan for commissioner's review and input. Todd McClutchy stated the goal is to work on the preliminary

**MINUTES**  
**Housing Authority of the Town of Darien**  
**Tuesday, July 28, 2015**

conceptual plan, conduct resident and neighbor outreach then meet with attorney. Once a comfortable conceptual plan is developed, Todd McClutchy will schedule a meeting with Bruce Hill. Todd McClutchy stated the overall plan is to take Bruce Hill's feedback on the obstacles he sees with the conceptual plan and the process to move it through local boards and report the findings to the commission. Todd McClutchy anticipates a new Q&A to be distributed in October or November.

**New Business:** We received a Freedom of Information (FOI) request and attorney Ed Schmidt will respond.

**Old Business:** No Report

Joe Warren moves to adjourn public session and enter into Executive Session for the purpose of the discussion of personnel, contractual and tenant issues. Peter Bigelow seconds the motion. Meeting was adjourned at 7:30p.m.